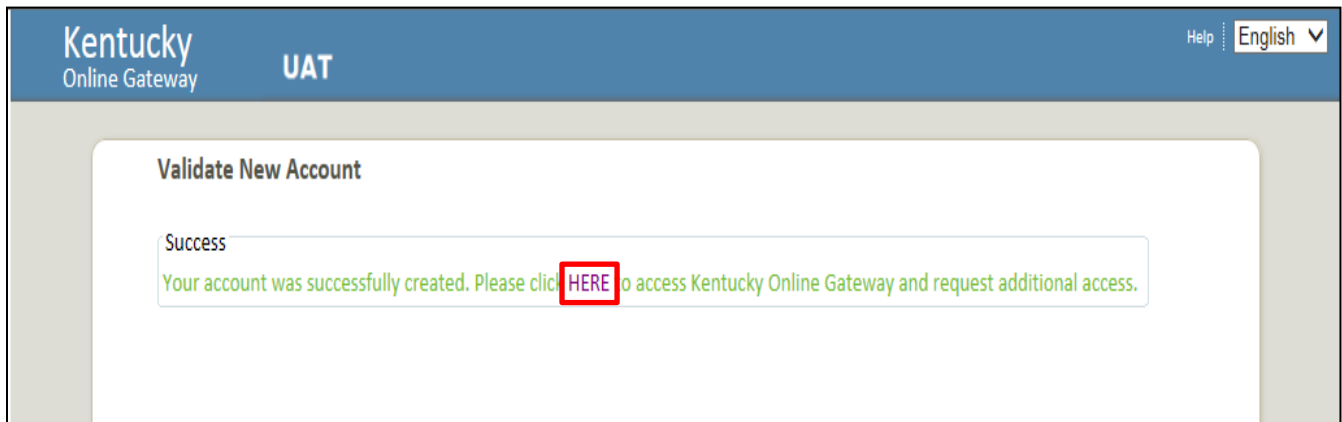
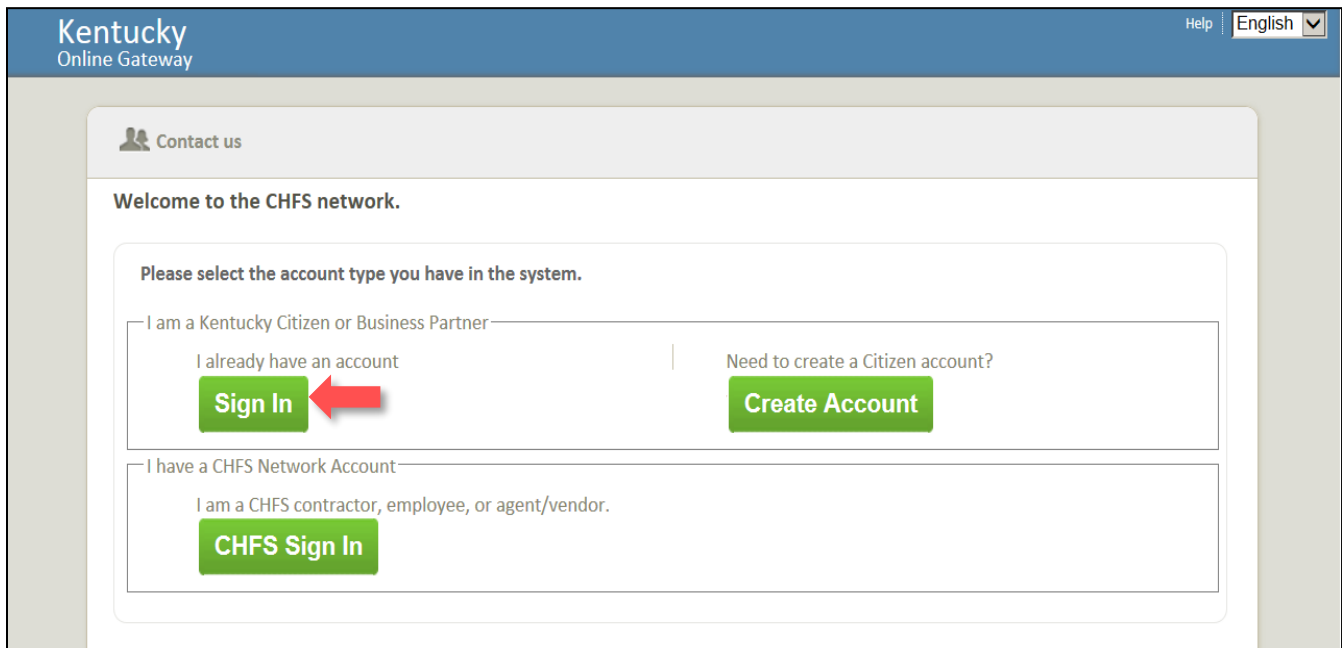


## Access to GenTrack for Submitting the Annual School Immunization Surveys

After you have received your access to the Kentucky Online Gateway, you will need to request access to specific roles and applications (i.e. kindergarten and sixth grade surveys) for GenTrack. You will need to click the word **HERE** (as shown below) to be taken to the KOG login screen.



You will be taken to the KOG login screen (as shown below).



Click the **Sign In** button.

The screen shown below will be displayed. Enter your username and password you used to set up for Kentucky Online Gateway account, and then click the **Log In** button.

The screenshot shows the 'Gateway Log In' page for the Kentucky Online Gateway UAT. At the top, there is a blue header with 'Kentucky Online Gateway' and 'UAT' on the left, and 'Help' and 'English' on the right. Below the header, a light blue box contains a 'WARNING' message: 'Application is utilized for TESTING ONLY'. The main content area is divided into two columns. The left column is titled 'Gateway Log In' and contains a login form with fields for 'Username or Email Address' (containing 'gentrack.user') and 'Password' (masked with dots). There are links for 'Forgot Username?' and 'Forgot Password?'. A 'Log In' button is at the bottom of the form, and a link for 'Resend Account Verification Email' is below it. The right column contains a green button that says 'Create An Account' and a yellow box with a 'WARNING' message: 'This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.' At the bottom of the page, there is a dark blue footer with 'Privacy | Disclaimer' on the left, 'Copyright ©2013 Commonwealth of Kentucky. All Rights Reserved.' in the center, and 'State Employee Gateway Login' on the right.

The screen shown below will be displayed. Click **Request Access** (either link will direct you to the same page).

The screenshot shows the 'Your Applications' page for the Kentucky Online Gateway UAT. At the top, there is a blue header with 'Kentucky Online Gateway' and 'UAT' on the left, and 'Welcome gentrack user | My Account | Sign Out | Help' and 'English' on the right. Below the header, a light blue box contains a 'WARNING' message: 'Application is utilized for TESTING ONLY'. The main content area is divided into two columns. The left column is titled 'Your Applications' and contains a list of applications. The first application is 'SNAP Web Portal' with the description 'Supplemental Nutrition Assistance Program (Formerly Food Stamps)'. Below the list, there is a link '> Request Access to another application.' and a red box with the text 'Select to request access to additional services/applications' and an arrow pointing to the link. The right column contains a red box with the text 'Select to request access to additional services/applications' and an arrow pointing to the 'Request Access' link. At the bottom of the page, there is a dark blue footer with 'Privacy | Terms of Use' on the left, 'Copyright © 2015 Commonwealth of Kentucky. All Rights Reserved.' in the center, and 'State Employee Gateway Login' on the right.

The screen shown below will be displayed. Click the **Select** button to the right of GenTrack Application to continue. (NOTE--You may need to scroll down the page to find GenTrack. Applications are not necessarily listed alphabetically.)

**Kentucky Online Gateway UAT**

Welcome gentrack user | My Account | Logout | Help | English

**Request Application Access**

Progress: Select An Application | Select Roles | Role Prerequisites | Confirm Changes

Select an Application you wish to be granted Access to:

☒ Citizen Applications ☒ Business Partner Applications

Application	Audience	Action
KHBE Self Service Portal UAT1 KHBE Self Service Portal UAT1	Citizens, Business Partners	<input type="button" value="Select"/>
KICCS Provider Portal KICCS Provider Portal	Citizens, Business Partners	<input type="button" value="Select"/>
KY -EDRS Kentucky Electronic Death Registration System	Citizens, Business Partners	<input type="button" value="Select"/>
CHFS SP Public Visitors Utilize to support all CHFS SharePoint sites..	Citizens, Business Partners	<input type="button" value="Select"/>
Child Support Website (UAT) Child Support custodial and non-custodial parents	Citizens	<input type="button" value="Select"/>
CSE External Search CSE External Search	Citizens, Business Partners	<input type="button" value="Select"/>
<b>GenTrack</b> The application supports the entry and tracking of generic information	Citizens	<input type="button" value="Select"/>
i-Twist The Worker's Information System	Citizens, Business Partners	<input type="button" value="Select"/>

After clicking Select, the following screen (next page) will be displayed.

Kentucky Online Gateway UAT

Welcome gentrack user | My Account | Logout | Help | English

New Request My Requests

### Request Application Access

☒ Select an Application
 ☒ **Select Roles**
☐ Role Prerequisites
 ☐ Confirm Changes

Select the roles you wish to request or remove for the **(GenTrack)**

**Available Roles**

Roles	PreRequisites	Request
General		<input type="checkbox"/>

**Current Roles**  
You have not selected any roles

Click in the checkbox under **Request**. Then click **Next**. You will be redirected to the Confirm Request page (shown below). Click the **Submit Request** button.

Kentucky Online Gateway UAT

Welcome cit92615 user01h | My Account | Logout | Help | English

### Request Application Access

☒ Select An Application
 ☒ Select Roles
 ☒ Role Prerequisites
 ☒ **Confirm Changes**

**Confirm Request**

Requested Application	Requested Business/Facility	Requested Role	Requested Action
GenTrack	8	General	Add to Role

Once you click on Submit Request Button, your request for access to GenTrack will be generated.

You will need to email Hollie Sands ([hollie.sands@ky.gov](mailto:hollie.sands@ky.gov)), the contact for the Annual School Immunization Surveys, to give you the appropriate role access. In your email, please use the following format:

- Name: (First, Last)
- County Name:
- School Name:
- Grade(s) Reporting: (Kindergarten and/or Sixth Grade)

**NOTE:** It could take two or more business days before your access is processed.

You will receive a confirmatory email that your access has been granted.

Step-by-step instructions for entering a survey in GenTrack for either Kindergarten or Sixth Grade can be found on the Kentucky Immunization Program website at <http://chfs.ky.gov/dph/epi/Annual+Immunization+School+and+Childcare+Survey.htm>.

**Please take note:**

- This program will allow you to go in to review and edit your entry at any point. You will be able to revise any of your numbers until December 31, after this date the tracking system will be shut down and all data uploaded.
- **If you miss the December 31<sup>st</sup> deadline, you will be subject to a full certificate audit.**
- This process meets all FERPA and HIPAA confidential security measures. Please write down your password and answers to security questions, and keep them in a secure location. You will need these again to access the survey in subsequent years.

If you have any questions, concerns, problems with submitting your Annual School Immunization Survey, please do not hesitate to email Hollie Sands ([hollie.sands@ky.gov](mailto:hollie.sands@ky.gov)) with the Immunization Program.

If you have any questions about vaccines in general, contact the Immunization Program at 502-564-4478 and one of the nurses will be able to assist you.